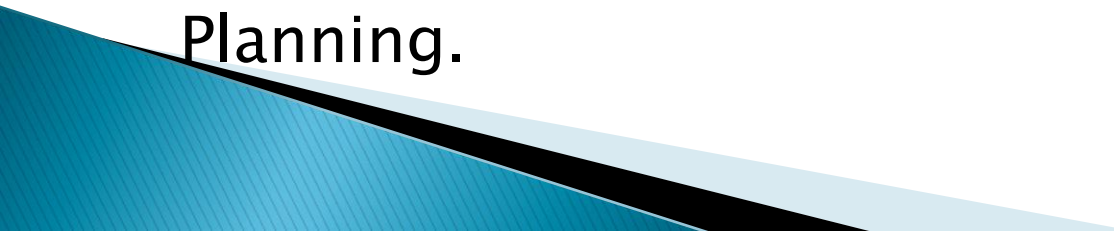




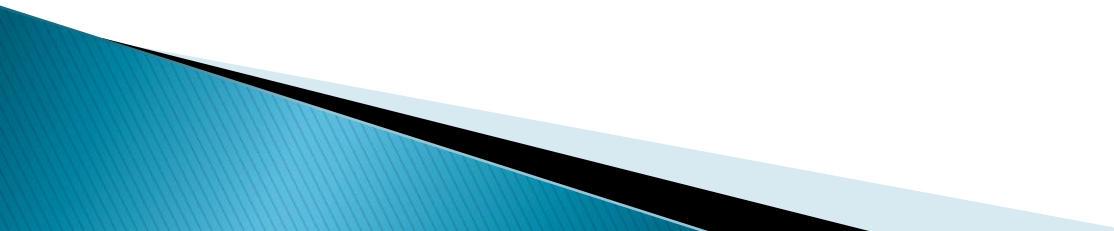
**2013-2014**  
**NEIGHBORHOOD GRANT PROGRAM**

## OVERVIEW

- Developed through funds provided in the City of Atlanta Fiscal Year 2014 budget.
  - Funds to be used to improve the quality of life within the neighborhood and the City as a whole.
  - Funds should further neighborhood efforts to help fund locally-based projects.
  - Funds to be distributed in the form of grants to Neighborhood Planning Units (NPUs) and the Atlanta Planning Advisory Board (APAB) through an application process managed by the Office of Planning.
- 

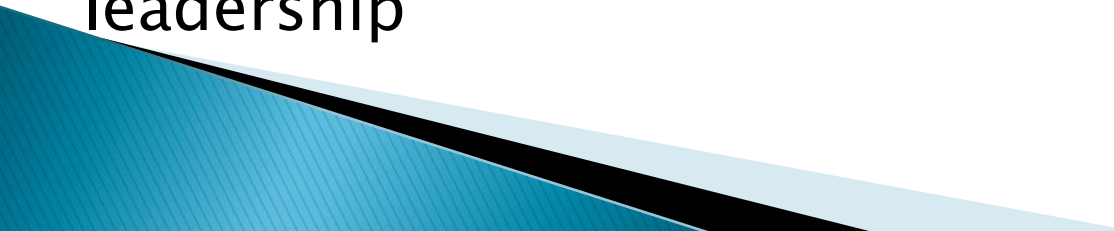
# **ELIGIBLE PROJECTS AND ACTIVITIES**

## **Neighborhood Enhancement**

- Projects/activities that will improve the appearance and livability of the neighborhood's public spaces such as streetscapes, gateways, and neighborhood business areas.
  - Projects/activities are generally highly visible capital projects that can be undertaken and completed in a short period of time.
- 

# ELIGIBLE PROJECTS AND ACTIVITIES

## Neighborhood Leadership and Capacity Building

- Projects/activities to improve the organizational capacity of NPUs and neighborhood associations in addressing issues, improving conditions, and enhancing the quality of life within the neighborhood.
  - Neighborhood associations must work with their respective NPUs to request these funds
  - Neighborhoods with active associations and leadership
  - Neighborhoods with little organizational structure or leadership
- 

# ELIGIBLE PROJECTS AND ACTIVITIES


## Neighborhood Leadership and Capacity Building

- Project/activities can also provide opportunities for:
  - ❖ *Training and education on how citizens can effectively participate in City government*
  - ❖ *Enhancement of leadership skills for existing NPU/neighborhood association leaders*

# **ELIGIBLE PROJECTS AND ACTIVITIES**

## **Neighborhood Leadership and Capacity Building**

Opportunities:

- Workshops
  - Lectures/charrettes
  - Special guest speakers
  - Off-site tours
- 
- Activities should enhance the effectiveness of the operations of the neighborhood planning units.
- 
- Funds can be requested for administrative activities (i.e. duplicating, supplies, etc.)
- 


# **ELIGIBLE PROJECTS AND ACTIVITIES**

## **Neighborhood Awareness**

- Projects/activities to increase awareness of the NPU program and to increase membership in the NPU or neighborhood organization/association.

# **ELIGIBLE PROJECTS AND ACTIVITIES**

## **Neighborhood Development Assistance**

- Projects to encourage productive communication among residents, developers, and other stakeholders during the development review process.
  - Financial assistance for impact studies, and third-party consultant review to evaluate conflicting and complex opinions on the suitability of the proposal and in order to enhance beneficial impacts to the community.
  - Funds cannot be used for the procurement of legal services.
- 



# **ELIGIBLE APPLICANTS**

## **Neighborhood Planning Units (NPU)**

A NPU must be an active participant of the Atlanta Planning Advisory Board (APAB).


Active participation includes:

having an APAB delegate that has attended a minimum of three (3) meetings in the year prior to the date of submission of an application


## **Atlanta Planning Advisory Board (APAB)**



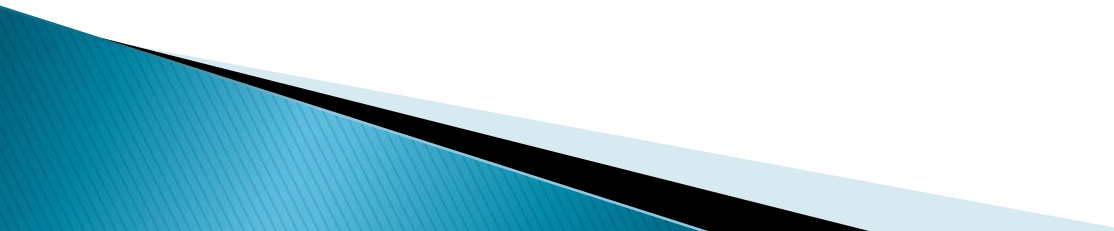
# **Application Requirements**

- When applying all vendors should be properly registered with the City.
  - If funding was received in FY13, a report providing the spending details of the amount awarded must be provided.
  - Complete Applications are due to the Office of Planning by October 1, 2013.
- 

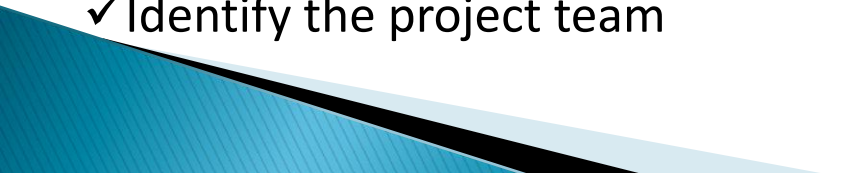
# PROGRAM REQUIREMENTS

- Funds shall be used only for costs **directly** related to project goals.
  - This grant program will not make grants to and for the following:
    - **Capital campaigns**
    - **For-profit entities**
    - **Government agencies or departments**
    - **Lobbying efforts**
    - **Religious organizations for religious purposes**
    - **Food**
    - **Legal services**
    - **Endowment funds**
    - **Fundraising events**
    - **Individuals**
    - **Political groups**
    - **Single business donation**
    - **Meeting space (as a stand alone item)**
- 

# **PROGRAM REQUIREMENTS**

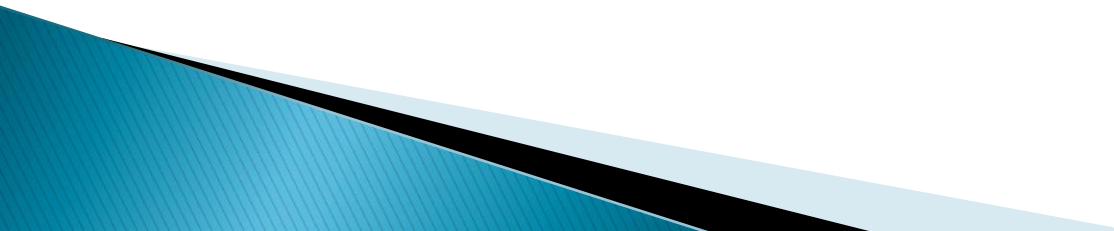
- Applications from NPUs are encouraged to designate a project manager other than an NPU Officer.
  - The designated contact or Grant Project Manager must comply with the City of Atlanta's Ethics Board requirements.
  - All projects are required to file Monthly Reports with the Office of Planning.
  - All award recipients must provide signed waivers if private property is impacted.
- 

# **GRANT SELECTION CRITERIA**

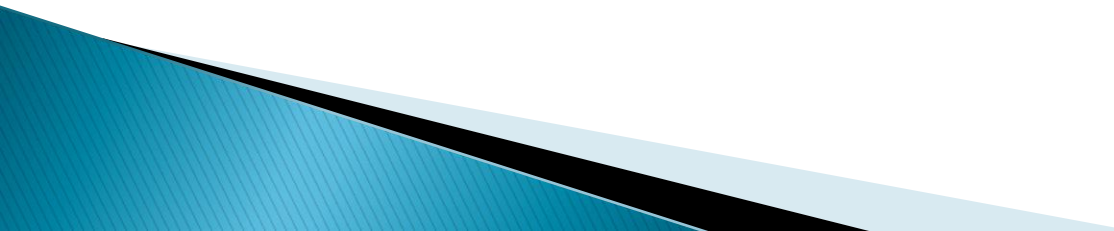
- The Neighborhood Grant Program funds activities and projects within the geographical boundaries of the City of Atlanta.
  
  - All activities and projects must:
    - ✓ Demonstrate a benefit to the public, specifically to the impacted neighborhood
    - ✓ Be free and open to the public;
    - ✓ Ensure all meetings are open to all residents/businesses residing within the neighborhood; and be compatible with adopted city plans and policies.
    - ✓ Have a well-defined scope, goals and detailed steps (e.g. what is being done, by whom, how the steps relate to the final product)
    - ✓ Establish a timeline for completion
    - ✓ Identify the project team
- 

# **GRANT SELECTION CRITERIA**

## **And Schedule**

- **Application Deadline October 1, 2013**
  - **Final Notification of Awards on or before October 30, 2013**
  - **All project awards/invoices must be delivered to the Office of Planning on or before December 13, 2013**
  
  - **Awards to individual Neighborhood Planning Units shall not exceed \$3,700.00.**
  
  - **Awards to the Atlanta Planning Advisory Board shall not exceed \$3,700.00.**
- 

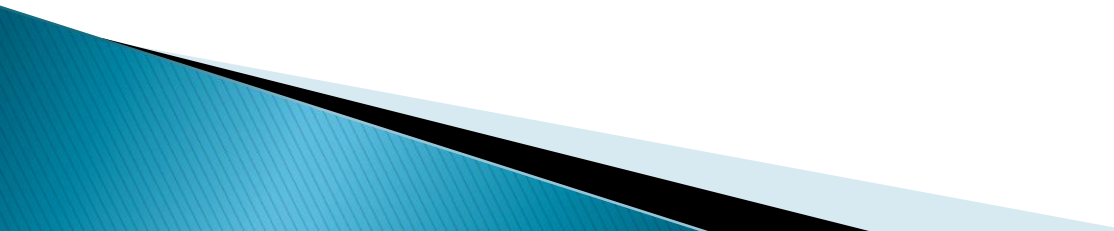
# **GRANT AWARD AND REPORTING**

- Notification of grant awards will be made via email to the NPU President and designated project manager.
  - Each award recipient will be required to attend a “Grant Award Orientation Session” for purposes of reviewing reporting requirements, project goals and schedules, ethic requirements and financial disbursement procedures.
  - Final type written end-of-project report will be due from awardees by June 1, 2014.
- 

# **Frequently Asked Questions**

## **What type of projects will have the best chance of being funded?**

Projects that will have the best chance of being funded are those that are in accordance with the three areas of funding:

- Neighborhood Enhancement
  - Neighborhood Leadership and Capacity Building
  - Neighborhood Awareness
  - Neighborhood Development Assistance
- 



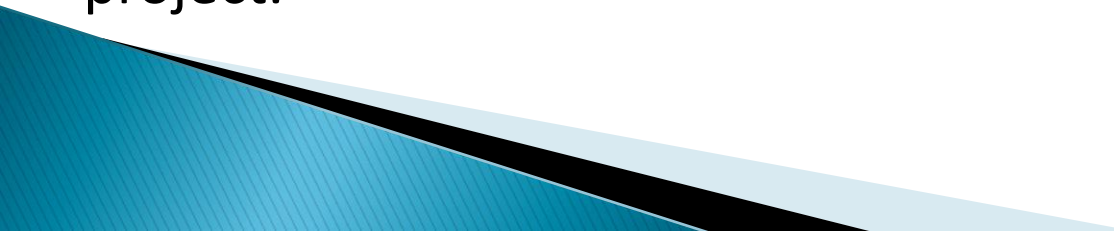
## **Frequently Asked Questions**

### **Can an individual apply for the grant?**

No, only Neighborhood Planning Units (NPU) and the Atlanta Planning Advisory Board may apply. Neighborhood Associations can work with their NPU to develop a project that will benefit all parties.

### **Can I pay a family member/spouse for services related to this grant?**

Grant funds may not be used to pay for these services, but you may consider this type of contribution as an in-kind contribution to your project.



# Frequently Asked Questions

## What specifically will the grant pay for?

Funds awarded under this program may only be used for costs to vendors that supply services **directly** related to the program goals and requirements.

Funds **CANNOT** be used for the following:

- Capital campaigns
- For-profit entities
- Government agencies or departments
- Lobbying efforts
- Religious organizations for religious purposes
- Food (Can be included as part of an event or seminar)
- Legal services
- Endowment funds
- Fundraising events
- Individuals
- Political groups
- Single businesses
- Meeting space (as a stand alone item)



# REVIEW OF APPLICATION FORMS

# Neighborhood Planning Unit

## 2013-2014 Grants Program Application

<b>Date:</b>	
<b>NPU:</b>	
<b>Contact Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Fax:</b>
<b>Zip:</b>	<b>Email:</b>
<b>Has organization defaulted on any city or city affiliated state or federal grants or loans?</b> <i>*Any organization defaulted on city or federal grant will be deemed ineligible.</i>	
<b>If yes: Grant Loan</b> <b>Briefly Describe Circumstances:</b>	

- Date of Project Period:
- Amount of Cash Investment Request (Vendor Funding Only):
- List the Neighborhood Requesting Funds:

Budget Detail List Expenditure Items	Estimated Expenses	Specific Neighborhood Represented (if any)
Total		

- List any other funding (public or private) that will be used to support the project. List all confirmed project investors with cash and or in-kind contributions if applicable:**

[illegible]

List:

Project Vendors

Vendors City ID Numbers

Vendor Contact Information

Project Vendors	City Vendor ID#s	Project Vendor Contact Information

- **Program/Project Components:**

- ☐ **Neighborhood Enhancement**

Activities that will improve the appearance and livability of the neighborhood's public spaces such as streetscapes, gateways, and neighborhood business areas.

- ☐ **Neighborhood Leadership and Capacity Building**

Activities should enhance the effectiveness of the operations of the neighborhood planning units.

- ☐ **Neighborhood Awareness**

Activities can include training and education workshops designed to improve citizen participation and encourage neighborhood unity and pride.

- Neighborhood Development Assistance**

Projects to encourage productive communication among residents, developers, and other stakeholders during the development review process including financial assistance for impact studies, and third-party consultant review to evaluate conflicting and complex opinions on the suitability of the proposal.



Project Description

- Indicate the name and number of residents engaged in the planning and implementation.
- Indicate the name and number of stakeholders engaged in the planning and implementation.
- Indicate the number of expected participants for the current project period.
- Is there a planning/taskforce/visioning committee?    Yes    No
- How often will they meet?    Weekly    Monthly    Other
- What will be their tasks?

- Describe Organizational Capacity:

Organizational Capacity

Describe organization's strengths for completing the project.

Identify key persons who will oversee the program and describe their qualifications to implement the project (50 words or less):

# Overview of Projects Funded



Development of a NPU website to serve as a prototype  
Calling Posts



Installation of street toppers to identify “Individual neighborhood boundaries/branding”

Installation of Neighborhood Monument



Installation of park benches throughout the neighborhood

Installation of “doggie poop” dispensers



Financial assistance with communication systems, i.e. newsletters, website, post cards, etc.



Community signs for notification of NPU meetings  
National Night Out Community Event

# Overview of Projects Funded



Community and neighborhood cleanup programs.  
Senior Lawn Care Service.



Leadership Training  
Community Awards Event



"5k" Race  
Walking Paths and installation of mulch and vegetation.



Cleanup of Neighborhood Gateways  
Purchase of Community Bikes

# Next Steps

**Applications to be Due by: October 1, 2013**

## **Eligible Applicants:**

**Neighborhood Planning Units (NPU):** A NPU must be an active participant of the Atlanta Planning Advisory Board. Active participation includes having an APAB delegate that has attended a minimum of three (3) meetings in the year prior to the date of submission of an application.

## **Atlanta Planning Advisory Board (APAB)**

**Grant Amount:                \$3,700.00**

Public Safety • Fiscal Stability • Economic Development  
• City Infrastructure • Youth Development • Merit of Excellence

# CITY OF ATLANTA



## Contact:

**Charletta Wilson Jacks, Director –Office of Planning**

**[cjacks@atlantaga.gov](mailto:cjacks@atlantaga.gov) or 404-330-6145**

**or**

**Miltresa McMichael, Neighborhood Planning Unit Coordinator-**

**Office of Planning**

**[mmcmichael@atlantaga.gov](mailto:mmcmichael@atlantaga.gov) or 404-330-6899**

**Public Safety • Fiscal Stability • Economic Development  
• City Infrastructure • Youth Development • Merit of Excellence**